

# Vacancy Announcement

## for

### U.S. Embassy, Baghdad

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**ANNOUNCEMENT NUMBER: TCN-11-07**

**OPEN TO:** Third Country Nationals Only

**POSITION:** Dispatcher; FSN-5

**OPENING DATE:** January 9<sup>th</sup>, 2011

**CLOSING DATE:** January 22<sup>nd</sup>, 2011

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \$16,904 per annum (Plus 35% Differential of basic salary; 15% of basic salary for Unique Conditions of Work Allowance) **Paid in US Dollars.**

**LENGTH OF HIRE:** 1 - 5 years (1 year with 4 optional years)

U.S. Embassy in Baghdad is seeking an individual for the position of Motor Pool Dispatcher in the General Services Office of U.S. Embassy Baghdad.

#### **BASIC FUNCTION OF POSITION**

Incumbent serves as a shift dispatcher. Dispatches GSO/MOPO drivers based on transportation requests and determines priorities in the use of official vehicles during own shift.

**The Universal Application Form, TCN program benefits and FAQs can be found at:**

[http://iraq.usembassy.gov/hr\\_tcns.html](http://iraq.usembassy.gov/hr_tcns.html)

#### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary (high) school is required.
2. Two years of experience with motor vehicle operations, including driving, scheduling, dispatching and familiarity with vehicle maintenance dispatching.
3. Language requirements include strong and good working ability in speaking and reading English (level 3) and fluency in Arabic (level 4).
4. Knowledge of the Embassy rules and regulations as they apply to Motor Pool operations. Good knowledge of International Zone streets and location of all common destinations such as GOI offices, U.S. military bases and recreational centers, etc is required.
5. Other requirements include capability to work with a team, ability to work with Motor Pool customers effectively and politely as well as handle emergency situations effectively.

## **SELECTION PROCESS**

It is essential that candidates address the required qualifications above in the application to meet the required qualifications.

## **TO APPLY**

Applicants for this position must submit the following information:

1. Universal Application for Employment DS-174, as a Third Country National (TCN);
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION MATERIALS TO THE FOLLOWING EMAIL ADDRESS:**

[TCNISUAmman@state.gov](mailto:TCNISUAmman@state.gov)

**FOR INQUIRIES PLEASE EMAIL:** [TCNISUAmman@state.gov](mailto:TCNISUAmman@state.gov)

## **POINT OF CONTACT**

Telephone: (962) (6) 590-6832 / 590-6828

FAX: (962) (6) 5906869

**CLOSING DATE FOR THIS Vacancy Announcement: January 22<sup>nd</sup>, 2011**

The U.S. Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: AMEveritt ISU/HRO  
Cleared: DMcmanus GSO/Motorpool Officer  
Drafted: WIFallas ISU/HR

## **Appendix A**

### **DEFINITION**

A third-country national (TCN) is an individual who meets the following criteria.

- (1) Is neither a citizen of the United States nor of the country to which assigned for duty.
- (2) If employed, is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.
- (3) Is on a limited appointment for a specific period of time.
- (4) Encumbers a direct-hire, personal service agreement (PSA) FSN position covered under the TCN local compensation plan. Such an employee normally is recruited from outside the host country and relocated from the point of recruitment to the host country. The return travel obligation assumed by the U.S. Government may have been the obligation of another employer in the area of assignment if the employee has been in substantially continuous employment which provided for the TCN's return to home country or country from which recruited.

Hired TCN Staff are considered separate from the Locally Employed Staff (LES) because they have separate Local Compensation Plan and nationalities. Candidates are expected to be employed at the U.S. Mission in Iraq from one to five years.

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information which equates to the information found on the DS-174.

Failure to submit the required information may result in the applicant not being considered for the vacancy.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (see top of page)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. Permanent U.S. Resident (Yes or No; if YES, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- J. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- K. Days available to work
- L. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- M. Education
- N. License, Skills, Training, Membership, & Recognition
- O. Language Skills
- P. Work Experience
- Q. References

### **Motor Pool Dispatcher Capsule Position Description FSN - 5**

The incumbent will dispatch drivers by following a typical process of requesting vehicles, assigning chauffeurs, contacting Mission staff for notification or for other requests, determining the number of vehicles and drivers needed, and assigns shift work and schedules appropriately under the supervision of the LES Motor Pool Supervisor. In addition, the incumbent monitors vehicle maintenance requirements and scheduling. This includes, but is not limited to, ensuring vehicles are sent to maintenance in a timely manner and all reports are done.